

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF GEORGIA**

Human Resources/Personnel
Room 2013 U.S. Courthouse
75 Spring Street, SW
Atlanta, Georgia 30303-3309
Vacancy Announcement: 13-03
Opening Date: December 7, 2012
Closing Date: December 14, 2012



**TEMPORARY GENERALIST CLERK
Starting Salary: \$15.58/hr (CL 23)**

The United States District Court Clerk's Office has an **IMMEDIATE OPENING** for a **TEMPORARY GENERALIST CLERK**, appointment not to exceed 90 days. This is a temporary position that the court intends to extend if workload justifies the need and adequate funding is received.

REPRESENTATIVE DUTIES MAY INCLUDE:

- Assist in the preparation and mailing of juror qualification materials. Assist in the receipt, processing, and sorting of qualification questionnaires. File, sort and process juror qualification summonses according to summons dates. Process incoming mail.
- Assist with the coordination of jury panels for judges on impanelment day, including monitoring and recording juror attendance. Assist with juror orientation.
- Respond to public inquiries by telephone and in person. Assist jurors with daily parking validation, certificates, and questions.
- Assist in completing follow-up procedures on persons who fail to respond to questionnaires or jury summonses and takes appropriate action to ensure compliance.
- Prepare routine correspondence to prospective jurors regarding incomplete questionnaires, and to persons failing to return their questionnaires.
- Perform other similar duties as assigned.

GENERAL EXPERIENCE: The successful candidate must be a high school graduate or equivalent and possess two years of general experience. General experience is defined as progressively responsible clerical or administrative experience which provided a knowledge of office clerical practices such as filing, telephone usage, typing, and record keeping. One year of specialized experience may be considered for a higher starting salary. Specialized experience is defined as progressively responsible clerical or administrative experience related to the processing of legal documents such as might be found in a law office, or in another court in the judicial system.

APPLICANT INFORMATION: Employees of the United States District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. As a condition of employment, the selected candidate must successfully complete a background check with law enforcement agencies. Any position offer will be considered provisional until a full suitability determination can be made. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicant must be a United States Citizen or eligible to work in the United States. The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary and leave accrual, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

APPLICATION PROCESS: To apply for this position, qualified applicants should submit: 1) a resume; 2) a cover letter addressing qualifications and relevant experience; and 3) an application for Judicial Branch Federal Employment, Form AO 78 (available from the Court's website at <http://www.gand.uscourts.gov/employment>). Completed package should be submitted electronically to HR_GAND@gand.uscourts.gov or via mail to: **United States District Court, Attn: Human Resources Manager, Vacancy #13-03, 75 Spring Street, SW, Room 2013, Atlanta, GA 30303-3309**. All applicants will be screened to identify the best qualified and suitable candidate. Only the best qualified candidates will be invited for a personal interview. Interview and relocation expenses are not reimbursable. Applications submitted for this announcement may be considered for any similar positions which occur within the next 180 days.

EQUAL OPPORTUNITY EMPLOYER